



VACANCY ANNOUNCEMENT

POSITION: MEDICAL ASSISTANT
OPENING DATE: February 5, 2024 @ 8: 00 AM
CLOSING DATE: February 29, 2024 @ 5:00 PM
LOCATION: Cotonou - BENIN
WORK HOURS: Full Time - 40 hours/week
CONTRACT START DATE: o/a June 1, 2024
SALARY RANGE: 11,980,000-21,739,000

The United States Peace Corps Benin is seeking to hire one or two individuals for the position of MEDICAL ASSISTANT (MA).

Position Function

This position performs a variety of clinical and administrative duties in support of the Health Unit. The Medical Assistant (MA) works under the guidance of Peace Corps Medical Officers (PCMOs) and reports to the Country Director (CD) for administrative issues (unless CD authorizes PCMO supervision).

The MA is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to, working as the health unit receptionist, actively assisting the PCMOs in clinical care*, screening phone calls, taking messages, coordinating requests, scheduling medical appointments, distributing of medicines to Peace Corps Volunteers (PCVs) under PCMO oversight, and other clerical and administrative functions in support of the PCMOs.

*Clinical duties will be performed with clinical oversight by the PCMOs and only as approved by the Medical Director through the Credentialing Committee/Office of Health Services (OHS).

Basic Function of the position

- Clinical support
- Administrative support
- Medical supply duties
- Other Duties as Needed
- Safety and Security

Complete position description listing all duties and responsibilities is available at:

<https://bj.usembassy.gov/embassy/jobs/usaid-peace-corps-opportunities>

I- Required Qualifications

To be selected for this position, the applicant must be a Beninese citizen or eligible to be employed in Benin and be living in Benin as a permanent resident at the time of making the application, must not have been employed in intelligence-related activities, and must be able to submit an application that clearly documents how s/he meets the required qualifications.

- Education:
Successful completion of a nursing school (technical/university degree), general medical school, or medical assistant program, and valid registered clinical license/diploma or applicable knowledge and experience obtained through on-the-job training under the direct guidance of a provider (supporting documentation must be submitted).
- Work Knowledge:
One year progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experiences are desirable.

II- Other skills and abilities: will be tested before or during the recruitment process.

- Language and Communication proficiency: English proficiency and French required. English proficiency will be tested during the recruitment process.
- Basic knowledge of administration of health units/facilities, including procurement of medical supplies and inventory control.
- The use of standard office technology (desktop computer, mouse, and keyboard) to complete daily tasks and long-term projects. Working knowledge of Microsoft Windows and Office programs (Outlook, Word, Excel, etc.). May be tested prior to interview.
- Filing and office management procedures. Must be able to build and maintain good interpersonal relationships with colleagues, volunteers, and supervisors. Must be dynamic, innovative and be a problem solver. Have good organization and planning abilities, be a team worker with a high level of integrity and able to maintain confidentiality. Be able to work under pressure.

Candidates who have the required qualifications will be scored using the following:

Evaluation Factors	Scoring Criteria	Weight	Total Possible Score
Education: Successful completion of a nursing school (technical/university degree), general medical school, and valid registered clinical license/diploma or applicable knowledge and experience obtained through on-the-job training under the direct guidance of a provider (supporting documentation must be submitted).	1 point = Successful completion of a nursing school, general medical school with valid registered clinical license/diploma	5	5
Work experience: One year progressively responsible related experience with knowledge of administrative medical duties related to health services. Clerical and secretarial experiences are desirable.	1 point = 1 year nursing experience 3 points = 2 years nursing experience plus 1-year medical assistant/secretary experience	5	15
		<u>Total</u>	20

SECURITY REQUIREMENTS:

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

TO APPLY:

Submit a letter of interest with specific responses to each of the required qualifications, accompanied by your CV listing three (03) traceable references. At least one of the references should be the current immediate supervisor or have been an immediate supervisor. Applications packages will only be accepted in English and via electronic mail at: BJ-Jobs@peacecorps.gov by 5:00 PM on the closing date. Be sure to indicate "MEDICAL ASSISTANT" in the subject title. Please scan into pdf format and send it as a single attachment. Attachment size should not exceed 3 MB or it may be rejected by the PC system.

All education and experience must be met by the closing date of this Vacancy Announcement. Please do not include any award or certificate received in your application at this point. You may refer to or cite them in your application, and you will be asked to provide them at a later stage of the process. No telephone inquiries will be entertained, and no response will be sent to unsuccessful applicants.

IMPORTANT INFORMATION

- Final candidate selection:

After candidates' applications have been initially reviewed only those which give evidence of meeting required qualifications in all categories will receive further consideration.

The Recruitment Committee will identify a short list of candidates who will be invited to complete the written test (English and Technical) and after reviewing results the top candidates will be invited for an In-Person interview. After reviewing all results (Written and Interview), the Recruitment Committee will determine which candidate has the requisite qualifications and experience to successfully fill the position. PC may seek additional contacts for references' check as appropriated or determined necessary. Candidates who do not wish to have their current employers contacted must state this in the application. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to Contracting Officer.

Candidates may be invited to return to Peace Corps for additional interview and/or tests.

- Security Certification: A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- Benefits, allowances, and compensation: This position has been classified as a PSC position and this status will not change during the contract term including options. As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowance:
 - a- Benefits: Medical insurance, Life insurance, Annual leave and Holidays leave (American & Beninese)
 - b- Allowance: Children Education allowance (if applicable);
 - c- Compensation: This position is within a pre-determined range per Peace Corps available Budget and Local compensation plan. Salary above the pre-determined range of this position will not be negotiated.
- Equal Employment Opportunity: Peace Corps provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.